



## OFFICE OF HOMELAND SECURITY

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### GRANT MANAGEMENT MEMORANDUM

2007-014

**Date:** December 7, 2007

**To:** All Governors' Office of Homeland Security (OHS) Subgrantees

**From:** Grants Management

**RE:** January 2008 Biannual Strategy Implementation Report (BSIR) Training

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The Governor's Office of Homeland Security (OHS) will be conducting six (6) Biannual Strategy Implementation Report (BSIR)/Grant Management Workshops in the month of January 2008. Attached are the dates and locations for the training. Please do not RSVP to the host location. All reservations should be made through your OHS Program Representative. Contact information is available at <HTTP://WWW.HOMELAND.CA.GOV/PDF/MAP/PDF>.

The purpose of the training is to provide information on the revised Grant Reporting Tool (GRT Version 6.0) to allow for successful data entry of your BSIR material. A copy of the "What's New in Version 6.0" has been attached for your reference. Additional information may be obtained from the "Welcome" page of the GRT located at [www.reporting.odp.dhs.gov](http://www.reporting.odp.dhs.gov).

Subgrantee BSIR submissions are due to the OHS no later than Friday, January 25, 2008. The National Preparedness Directorate (NDP) has announced the Grant Reporting Tool (GRT) is available effective December 1, 2007, for state data entry.

The deadline for the OHS to submit completed BSIRs to the NDP is Thursday, January 31, 2007.

Four (4) new grant programs that require BSIR data entry are: (1) Public Safety Interoperable Communications (PSIC) grant program (data to be entered by the SAA), (2) Transit Security Grant Program (TSGP) Supplemental; (3) Transit Security Grant Program (TSGP) Ferry, and (4) Emergency Management Performance Grant (EMPG) Supplemental.

The Urban Areas Security Initiative/Nonprofit Security Grant Program (UASI/NSGP) subgrantees shall not be required to enter data into the BSIR during this reporting period. As more reporting information is passed along from the NDP we will advise these subgrantees.

The Obligated/Expended amount fields should be open to subgrantees to enter financial information. The following definitions apply:

Awarded - The legal commitment of funds made by one entity to another. Example: A grant made by G&T to an SAA or a subgrant award made by the SAA to a local unit of government. It is the net total of funds awarded for this effort. Awarded should never be less than the summation of expended and obligated.

Obligated - A legal liability to pay under a grant, subgrant, and/or contract determinable sums for services or goods incurred during the grant period.

Expended - An outlay of funds to fulfill an obligation (paying salaries or vendors). Expended is for the entire life of the grant, while obligated are those funds that have been obligated for the reporting period.

The Governor's Office of Homeland Security (OHS) narrows these federal definitions further:

Obligated - Purchase orders and invoices.

Expended - Reimbursement received from the State Controller's Office.

It is important to remember that the combination of Obligated and Expended may not exceed your total grant award. This is especially important for the FY2004 grants as we are nearing close out of that particular year. Please check your "Award" tab for FY04 to ensure your entered amounts have not exceeded your total award.

Please check with your Program Representative on your status as an "active" user in the GRT. Your representative can also provide you with a new password should that be necessary. Contact information is available on our website located at [HTTP://WWW.HOMELAND.CA.GOV/PDF/MAP/PDF](http://www.homeland.ca.gov/pdf/map/pdf). An updated regional map has also been attached to this correspondence. The GRT HelpDesk may also be contacted at 1-877-612-4357.

For further information or assistance, please feel free to contact your OHS regional representative.

Sincerely,

A handwritten signature in blue ink, appearing to read "L. Davis", with a horizontal line at the end.

**Larry M. Davis**  
Deputy Director  
Grants Management